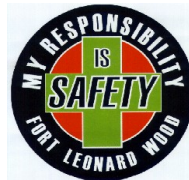




Safety Alert 05-06

HAZCOM Program



12 Feb 2005

The recent HAZMAT incident at the museum is a reminder of the importance of having effective Hazard Communication (HAZCOM) programs at our workplaces where hazardous materials are used or stored. The purpose of a HAZCOM program is to help employees protect themselves against the hazards associated with hazardous materials, by providing them with information about those hazards and about control measures in place. Without this information, the potential for accidents or occupational illnesses is greatly increased. The requirements of a HAZCOM program are detailed in OSHA's 29 CFR 1910.1200 and FLW Regulation 385-3. Because this is an OSHA program, the HAZCOM program requirements are federal law. But, more importantly, following them is essential for protecting our personnel.

In order to ensure that all workplaces where hazardous materials are present have effective HAZCOM programs in place, the following must be accomplished:

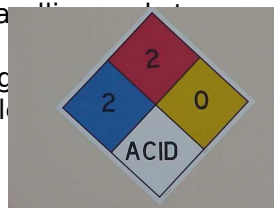
Commanders and Directors:

- Ensure that all supervisors in your organizations meet their HAZCOM program responsibilities, as listed below.

All Supervisors, military and civilian:

- Evaluate each workplace under your supervision, to determine whether a HAZCOM program is required for it. If you have any material considered to be hazardous, you must have a HAZCOM program at that workplace, regardless of how much or how little of that material is present. A hazardous material may include chemicals, compressed gasses, explosives, fibers, dusts, and other hazardous materials. For assistance in determining what qualifies as a hazardous material, contact the MANSSEN Safety Office (6-0116).

- If a HAZCOM program is required, do the following:
 - Appoint a Unit HAZCOM Program Coordinator, to oversee the HAZCOM program for that workplace.
 - Ensure that the HAZCOM Coordinator attends the next available HAZCOM class conducted by MSO.
 - Ensure that you are familiar with the basic rules for HAZCOM and for handling of hazardous materials, and enforce these rules at the workplace.
 - Ensure that the HAZCOM Coordinator performs all HAZCOM duties assigned.
 - Ensure that all required personal protective equipment (PPE) is available and used when working with hazardous materials.



All Unit HAZCOM Program Coordinators must:

- Complete MSO's HAZCOM class.
- Perform all duties of a HAZCOM Coordinator. The primary duties are:
 - Develop and maintain a written unit HAZCOM SOP.
 - Develop and maintain a Hazardous Chemical Inventory List for the workplace.
 - Ensure that all containers of hazardous materials are properly labeled with identity of the contents and appropriate warnings.
 - Ensure that a current Material Safety Data Sheet (MSDS) is on hand for every hazardous material at the workplace. Ensure that the MSDS's are properly organized, for ease of use.
 - Conduct HAZCOM training for all persons who must work with hazardous materials or who could be exposed to them in a foreseeable emergency.
 - If you discover an unknown substance at the workplace, or if you have one which will no longer be used, contact the DPW Environmental Office to arrange for correct disposal (6-8620).

Employees at workplaces requiring a HAZCOM program must:

- Complete HAZCOM training provided by the Unit HAZCOM Coordinator.

MANSSEN SAFETY OFFICE